# Applying a Deferral to a Defect

# Tech Log Application

Reference
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Revision

Date

TL-UGA-DEF-002 1.0

14th July 2022

# Overview

This guide details how to apply a deferral to an open defect through the Tech Log Application. Any deferral applied here will also show in the Web Dashboard (see TL-UGD-DEF-002).

# Prerequisites

A deferral can be applied only to defects in the "Non-Deferred" (red) status. Defects that were deferred at the same time they were raised, or those that have been resolved, are ineligible for deferral.

At present, any user with access to the aircraft via Tech Log Application will be able to apply a deferral in this manner. No enhanced permissions are required, however, a signature is mandatory to complete the process.

# **Applying a Deferral**

## Starting the Add Deferral Flow

Fight Liser =	TH Trust		Last Super 1958 /*.	G-TFLT I	**************************************
ign ose _	10 110	Dent & Buckle	Maintenance	Unserviceable * Defects	y must light
Add CRS	Add Defect		1)		2
			functioning during cruise.	Other LH/Captain HUD inoperative. Stopped fu	#1
+	Had CRS	2) 🗕			NON-DEFERRED
+	Add deferral	,	rua+r Trip #275 (1) EGB8 → E	REPORTED ON REPORTED BY 2022/06/03 TrustFlight User	DATE RAISED
/	Edit defect				
đ	Share	3)			
) nents	E	Naintenance	) Trip Logs	Si S	Deshboard

- 1) From the Maintenance Module, ensure that the **Defects** tab is selected
- 2) From the three-dot menu on the defect you wish to defer,
- 3) Select Add deferral

#### Select a Deferral Option

#### Flow Variant: MEL deferral, with a Digital MEL

	Defer Defect	Cance
Step 1. Recorded defect details Details: LH/Captain HUD inoperative. Stopped funct	ioning during cruise.	
Step 2. Select a deferral option () MEL CDL NEF CAS Oth	ner <b>– 1</b> )	
		N
MEL Head-Up Display (HUD)     31-64-00     Rectification Interval: D (120 days)     Remarks:	System (M) (FL) Number Installed: 1 Number Required: 0	3)
4)		5)
	Continue	

#### Selecting Add deferral will start the Defer Defect flow.

- 1) Select the deferral option you wish to use. Note that your operational procedures many limit which deferral options you are permitted to use:
  - **MEL**: Minimum Equipment List
  - **CDL**: Configuration Deviation List
  - **NEF**: Non-Essential Equipment and Furnishings
  - CAS: Computerised Assessment System
  - $\circ$  Other

If you select MEL and your aircraft is configured with a Digital MEL, you will be presented with a searchable list of MEL items applicable to the aircraft. In all other cases, you will be required to manually enter details of the deferral. This example assumes the presence of a Digital MEL, please see the next flow variant for other deferrals.

2) (Optional) Search for keywords or references relating to the MEL item you wish to locate

- 3) (Optional) Use the (i) button to view additional information about the MEL item
- 4) Select the radio button next to the item you wish to defer against
- 5) Select **Continue**

If you are unable to locate the MEL item you wish to defer against, please confirm that you have typed your search query correctly. Your operational procedures may allow you to manually enter the deferral under the **Other** category at this point if you are still unable to locate the correct item.

#### Flow Variant: Deferral without a Digital MEL, or non-MEL deferral

Step 1. Recorded defect details   Details: LH/Captain HUD inoperative. Stopped functioning during cruise. tep 2. Select a deferral option • MEL CDL NEF CAS Other Please enter a CDL reference for the defect and fill out the details below. REFERENCE ATA CHAPTER 31. INDICATING/RECORDING SYSTEMS ATA SECTION RECTIFICATION CATEGORY 64			Edit a Deferral	Cance
Details:       LH/Captain HUD inoperative. Stopped functioning during cruise.         tep 2. Select a deferral option ()       Image: Select a deferral option ()         MEL       CDL       NEF       CAS       Other         Please enter a CDL reference for the defect and fill out the details below.       ATA CHAPTER       Image: Select a deferral option ()         REFERENCE       ATA CHAPTER       31. INDICATING/RECORDING SYSTEMS         ATA SECTION       RECTIFICATION CATEGORY       D	Step 1. Recorded	defect details		
MEL CDL NEF CAS Other   Please enter a CDL reference for the defect and fill out the details below.   REFERENCE ATA CHAPTER   ATA SECTION   ATA SECTION RECTIFICATION CATEGORY   64 D	<sup>Details:</sup> LH/Captain HUD in	noperative. Stopped functioning	g during cruise.	
MEL     CDL     NEF     CAS     Other         Please enter a CDL reference for the defect and fill out the details below.       REFERENCE     ATA CHAPTER       ATA SECTION     RECTIFICATION CATEGORY       64     D	Step 2. Select a defe	erral option 🧯		
Please enter a CDL reference for the defect and fill out the details below.  REFERENCE ATA CHAPTER  ATA SECTION  ATA SECTIFICATION CATEGORY  64  D	MEL CDL	NEF CAS Other		
REFERENCE     ATA CHAPTER       31. INDICATING/RECORDING SYSTEMS       64     D	Please enter a CD	I reference for the defect and	fill out the details below	
ATA SECTION     RECTIFICATION CATEGORY       64     D	REFERENCE		ATA CHAPTER	
ATA SECTION     RECTIFICATION CATEGORY       64     D			31. INDICATING/RECORDING SYSTEMS	
64 D	ATA SECTION	RECTIFICATION CATEGOR	RY	
	64	D		

Selecting **CDL**, **CAS**, **Other**, or **MEL** (when no Digital MEL is available for the aircraft) will show this same set of fields. Selecting **NEF** will only show the **Reference** field, and not **ATA Chapter**, **ATA Section** or **Rectification Category**.

The **Rectification Category** can be one of:

- Advisory Only: This defect will never expire
- A: Custom limits, defined in the next step
- B: 3 day validity
- C: 10 day validity
- D: 120 day validity

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These deferral options can be used by entering the required information into the fields and selecting **Continue**.



#### **Limits and Limitations**

#### Variant: Category A Deferral

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	< Back		Edit a Deferral		Cancel	
	Other LH/Ca 31-64-00 Rectifica	ptain HUD inoperative. St tion Interval: A (as per remarks)	opped functioning duri	ng cruise.		
	Step 2a. Please enter a	any limitations to defer CA	T-A defect			
	APU HOURS LIMIT	FLIGHT HOURS LIMIT	FLIGHT DAYS LIMIT	CALENDAR HOURS LIMIT	CALENDAR DAYS LIMIT	
	CYCLES LIMIT	FLIGHTS LIMIT				
	OTHER LIMITS					
	Step 3. Enter any aircr	aft limitations as applicabl	e			
	ARE THERE ANY LIMITA           Yes         No	TIONS?				
			Continue			

If you selected the **Rectification Category** of **A** in the previous step, you will be required to confirm any airworthiness limits. If using a Digital MEL, these will have been pre-filled for you, but many require adjusting. Please enter values only in the relevant fields labelled as **Step 2a** and leave unnecessary fields blank.

Any value entered in a box other than **Other Limits** will be tracked against the aircraft, turning the aircraft **Unserviceable** once they expire.

Text entered into the **Other Limits** box will be displayed prominently on the Application's Dashboard view while the defect remains unresolved. It is the responsibility of the crew to comply with any limit entered in this manner, and they will not automatically render the aircraft unserviceable at any point.

After completing **Step 2a**, proceed to the next step in line with **Variant: All Other Categories**, below.

#### Variant: All other Categories

▲ App Store 13:59 Tue 12 Jul		? 3%
< Back	Defer Defect Cancel	
MEL 31-64-0	Head-Up Display (HUD) System (M) (FL) Rectification Interval: D (120 days) Number Installed: 1 Number Required: 0	
Step 3. En	ter any aircraft limitations as applicable	
ARE THEF Yes	No	
LIMITATIC	NS	
	Continue	

All other **Rectification Options** and **Rectification Categories**, except **NEF**, will request confirmation of any limitations imposed on the aircraft by this defect. In contrast to **Other Limits**, described above, these limitations must not influence the serviceability status of the aircraft, only impose some operational limit on the aircraft. In order to enter a limit, simply answer **Are there any limitations?** with **Yes** and enter the limitations in the text box before selecting **Continue**. If there are no limitations, ensure that **No** is selected, and then select **Continue**.

Any text entered into this box will be displayed in the Limitations tile on the Application's Dashboard view.



## **Deferral Action**

MEL       Head-Up Display (HUD) System (M) (FL)         31-64-00       Rectification Interval: D (120 days)         Number Installed: 1       Number Required: 0    Step 4. If required, please enter operational approval          REASON TO DEFER (OPTIONAL)         Part not available at EGPH, deferring for resolution at base.         DEFER USING         Deferral approval reference <ul> <li>Crew signoff</li> <li>Maintenance signoff</li> <li>NAME</li> <li>John Smith</li> </ul>	< Back	Defer Defect	Cance
Step 4. If required, please enter operational approval         REASON TO DEFER (OPTIONAL)         Part not available at EGPH, deferring for resolution at base.         DEFER USING         Deferral approval reference            © Crew signoff <ul> <li>Maintenance signoff</li> <li>NAME</li> <li>John Smith</li> </ul>	MEL Head-U 31-64-00 Rectificat	Jp Display (HUD) System (M) (FL) on Interval: D (120 days) Number Installed: 1 Number Required: 0	ũ
REASON TO DEFER (OPTIONAL) Part not available at EGPH, deferring for resolution at base.  DEFER USING Deferral approval reference Crew signoff Maintenance signoff NAME John Smith	Step 4. If required, plea	se enter operational approval	
Part not available at EGPH, deferring for resolution at base.  DEFER USING  Deferral approval reference  Crew signoff  Maintenance signoff  NAME John Smith	REASON TO DEFER (OPT	IONAL)	
DEFER USING Deferral approval reference Crew signoff Maintenance signoff NAME John Smith	Part not available at	EGPH, deferring for resolution at base.	
Maintenance signoff NAME John Smith	DEFER USING Deferral approv Crew signoff	al reference	
John Smith	Maintenance si	gnoff	
John Smith	NAME		
	John Smith		
		Continue	
		Continue	

This step requires information about the deferral. The **Reason to Defer** is an optional field in the system (please check with your operational procedures), but a deferral authorisation is required ("**Defer Using**"). Please select one of the following options:

- **Deferral approval number**: when provided deferral authorisation by e.g. a Maintenance Control Centre, select this option. You will be required to select who is actioning the deferral, and enter the approval reference provided.
- **Crew Signoff** can be used when crew are authorised to perform deferrals, where the crew member must be selected, or a new crew member added to the system. Tapping on the **Name** field will display a list of available crew, with the option to add a new crew member.
- **Maintenance Signoff** is used when the deferral is performed by an engineer. As with crew, tapping on the **Name** field will display a list of available people, with the option to add a new person. A **Part 145** number and **Engineer Licence / Authorisation Number** can be provided, as required by your operational procedures.

## **Required Procedures (Digital MEL Only)**

◄ App Store 14:00 Tue 12 Jul			奈 3% <b>[∳</b> ]
< Back	Defer Defect	Cancel	
MEL 31-64-00	Head-Up Display (HUD) System (M) (FL) Rectification Interval: D (120 days) Number Installed: 1 Number Required: 0	Ū	
Step 5. Confi	rm you have read, reviewed and actioned the below.		
MAINTER Deactiv Refer to	vance procedure vate the HUD System. o AMM TASK 31-64-01-040-801-A.	×	
Ra Warnin	ise maintenance task for engineer. g. Signing off this defect will create a new maintenance task for the engineer to complete		
	Continue		

If deferring using an item selected from a Digital MEL, any required procedures will be shown as the next step. These include:

- Operational Procedures
- Placarding Procedures
- Maintenance Procedures

Operational and Placarding Procedures require only to be acknowledged. Any maintenance procedure will automatically be raised against the aircraft as a Scheduled Maintenance Task when the deferral process is completed. As a result, the aircraft will display as **Unserviceable** until the Scheduled Maintenance Task is completed.

You will be able to select **Continue** only once each procedure or warning has been acknowledged.



## Completing the Deferral

< Back	Defer Defect	Cancel
Step 6. Confir Completing th	rm defect details nis report will defer the associated defect and will need to be rectified by 2022/09/01.	
MEL 31-64-00	Head-Up Display (HUD) System (M) (FL) Rectification Interval: D (120 days) Number Installed: 1 Number Required: 0 Details: LH/Captain HUD inoperative. Stopped functioning during cruise.	ů.
	Reason for deferral: Part not available at EGPH, deferring for resolution at base. Deferred by: John Smith	
	Tap to add a signature	
	Defer Defect	

The final step to defer a defect is to acknowledge the summary screen and provide a signature. Either selecting **Tap to add signature** or **Defer Defect** will present the signature modal for signing. Once complete, the defect will be successfully deferred.

Should any changes be required, selecting **< Back** allows you to return to previous screens in the deferral workflow.

Note that this final step is labelled as **Step 6** here, however, depending on the number of previous steps that were not required, this number will likely be different.

# Viewing a Deferral

▲ App Store 14:00 Tu	ie 12 Jul			중 3%
🦚 TrustFlight	● G-TFLT ↓ Serviceable	Subscription 🖉 🖉		TU TrustFlight User 😑
	Defects	Maintenance	Dent & Buckle	
Q				Add Defect Add CRS
#1 DEFERRED	MEL 31-64-00 Head-Up Display (HUD) System LH/Captain HUD inoperative. Stopped functi	oning during cruise.		
50 CALENDAR DAYS REMAIN	REPORTED ON REPORTED BY 2022/05/03 TrustFlight User	FLIGHT Trip #275 (1) EGBB → E		
80 Dashboard	ST New Trip	Trip Logs	₹3 Maintenance	Documents

Deferral information can be viewed by tapping on the defect row.

App Store 14:00	Tue 12 Jul							중 3%
∥ TrustFlight	• G-TFLT Serviceable	Ļ	۲	Last Sync: 14:00	¢			TU TrustFlight User ☰
< Back		Defect #1					Tim	eline:
				Add CRS		+		MEL #1 31-64-00
	ме 31-64	L CAT D - 120 DAYS I-OO Head-Up Display (HUD) Syste	em	Edit deferral		1	Ť	MEL: HEAD-UP DISPLAY (HUD) SYSTEM Due at 2022/08/31 @ 23:59 (UTC)
				Share		Û		
	Reported by:	TrustFlight User						MAINTENANCE PROCEDURE FOR
	Date:	2022/05/03						Resolved: 2022/05/13
	Reported signature:	in the						Add CRS
	Deferred until:	2022/08/31 @ 23:59 (UTC)						
	Procedures completed:	✓ Maintenance Procedure						
	Details:	LH/Captain HUD inoperative. Stopped fu Head-Up Display (HUD) System	unctioning	g during cruise.				
	Defect type:	MEL						
	ATA reference:	31-64-00						
	Rectification category:	D						
	Limitations:	No limitations						
	Reason	Part not available at EGPH, deferring for	resolution	n at base.				
Dashboard	1	New Trip		Trip Logs		_	S. Maintenand	ce Documents

A summary screen is then displayed, containing information from the deferral. The screen will be scrollable if there is too much information to show, and will have separate reporting and deferral signatures.

# **Editing a Deferral**

If the deferral was applied using the process described in this guide, and the defect has not been resolved, a deferral can be edited by using the three-dot menu to re-start the deferral flow:

TrustFlight     Image: Control of the co	4:51 Tue 12 Jul					<del>♀</del> 22% 🗗
Defects     Maintenance     Dent & Buckle       1)     Add Ceffer     Add Ceffer       #1     MEL 31-64-00     Head-Up Displays (HUD) System     2)     Add CRS       10     So     22     Add CRS     4       50     Stores 200     Bood Stores 200     Root Stores 200       10     The #275 (H EGBB + E     2)     Add CRS     4       3)     Share     3)     3	TrustFlight	• G-TFLT J	😸 Last Sync: 14:50 🖒		TU TrustF	light User 🗄
1)     Add Defect     Add CRS       #1 LVCputtin HUD Insparsation.     2)     Add CRS     +       50     2022(03(03)     TruestRight User     Trip #275 (1) EG8B + E     2)     Add CRS     +       50     2022(03(03)     TruestRight User     Trip #275 (1) EG8B + E     3)     Share     *		Defects	Maintenance	Dent & Buckle		
#1       MEL 31-04-00         Had-Up Display (HUD) System         LVCATED 00         50         LVCATED 00         MEL 31-04-00         Had-Up Display (HUD) System         LVCATED 00         MEL 31-04-00         LVCATED 00         MEL 31-04-00         LVCATED 00         MEL 31-04-00         LVCATED 00         MEL 31-04-00         MEL 31-04-00     <	Q		1)		Add Defect	Add CRS
SO     Model-Up Display (HUD) System     2)     Add CRS     +       50     Model Explanation of the state of the sta	#1	MEL 31-64-00	.,		1	
50         NOTIFIE BY         PLOAT         <	DEFERRED	Head-Up Display (HUD) System LH/Captain HUD inoperative. Stopped functioning	ng during cruise.	2)	Add CRS	+
3) Share	50	REPORTED BY REPORTED BY 2022/05/03 TrustFlight User	TLOHT Trip #275 (1) EG88 → E		Edit deferral	/
3)	LENDAR DAY'S REMAIN.				Share	₫
				3)		
a e se s						
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	50		8	ez,	E	

- 1) From the Maintenance Module, ensure that the **Defects** tab is selected
- 2) From the three-dot menu on the defect you wish to defer,
- 3) Select Edit deferral

Please use the instructions from **Select a Deferral Option** above to make changes to the deferral. A new signature will be required prior to saving any changes.

# **Removing a Deferral**

Deferrals cannot be removed using the Tech Log Application. To remove a deferral applied using the procedure defined in this guide, the Web Dashboard must be used. Please refer to TL-UGD-DEF-002 for instructions.

# Editing Defect Details after Applying a Deferral

Once a defect has had a deferral applied using the procedure defined in this guide, the original defect cannot be edited. This ensures data integrity as the deferral would have been based on the information present at the time.

Should an issue be discovered after the deferral has been added, the operations team must be informed and the defect can be corrected using the Web Dashboard. Please refer to TL-UGD-DEF-002 for instructions.

## **Related Documents**

• **TL-UGD-DEF-002** Applying a Deferral to a Defect (Web Dashboard)